



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

Procedure to conduct the proceedings of meeting through video conferencing (Approved in the 77th Council meeting dated 9th January 2021)

1. A roll call should be taken at the commencement of the meeting by the President/ Honorary Secretary of the Institute including a declaration mentioned in Annexure 4. A roll call is nothing but calling out the name of each Council member, the location from where he is participating, confirming whether he has received the Agenda copy and the relevant material for the meeting and also confirming that no one other than the Council member is participating or having access to the Meeting's proceedings at the location where is presently attending.
2. The Honorary Secretary shall then read out the names of persons (other than the Council members who are present at the meeting) to assist/guide/witness the proceedings of the Meeting the Council.
3. The President / Honorary Member shall confirm that the required quorum is present throughout the meeting.
4. The statutory registers which are required to be placed in the Council meeting as per the provisions of the Act shall be placed at the scheduled venue of the meeting.
5. Each item of business should be taken up one by one as per the Agenda specified in the Notice.
6. Every participant shall identify himself for the record before speaking on each item of business on the agenda.
7. If a statement of a Council member in the meeting is interrupted or garbled, the President or Honorary Secretary shall request for a repeat or reiteration by the Council member.
8. If a motion is objected to and there is a need to put it to vote, the President shall call the roll that is to say that he shall first announce that he shall be doing the roll call and call out the name of each Council member who shall identify himself while casting his vote and the President shall then note the vote of each Council member.
9. The President shall then announce the summary of the decision taken on such item along with names of the Council members, if any, who dissented from the decision taken by majority.
10. The minutes shall disclose the particulars of the Council members who attended the meeting through video conferencing or other audio visual means.
11. The draft minutes of the meeting shall be circulated among all the Council within fifteen days of the meeting either in writing or in electronic mode, which includes fax or e-mail, as may be decided by the Council.
12. Every Council member who attended the meeting, whether personally or through video conferencing or other audio visual means, shall confirm or give his comments in writing, about the accuracy of recording of the proceedings of that particular meeting in the draft minutes, within seven days or some



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reasonable time as decided by the Council, after receipt of the draft minutes failing which his approval shall be presumed.

Issues related to the meetings conducted through video conference:-

1. Following issues are identified for deliberation of the Council as the Regulations are silent on these aspects:-

Issues Identified	Suggestions
How do Council members participating in a meeting by video conferencing sign the attendance sheet?	The attendance sheet shall be deemed to have been signed by the Council members participating through video conferencing, if their attendance is recorded and signed by the President or the Honorary secretary in the attendance sheet and the minutes of the meeting.
In respect of a meeting by Video Conferencing, due to some technical problem, the Video Recording which was done could not be retrieved. Is the meeting valid? What is the remedy?	<ol style="list-style-type: none">1. In case the video recording cannot be retrieved, the honorary secretary should prepare the minutes on the basis of notings and thereafter, seek confirmation of all the directors present personally or through video conferencing.2. Every Council who attended the meeting, whether personally or through video conferencing or other audio visual means, shall confirm or give his comments in writing, about the accuracy of recording of the proceedings of that particular meeting in the draft minutes, within seven days or some reasonable time as decided by the Council, after receipt of the draft minutes failing which his approval shall be presumed.



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Declaration from Council member

"I, Mr./Ms./Mrs. _____, _____(Council member) attending this Council meeting from < Address>. I acknowledge the receipt of the agenda and all the relevant material for the meeting; and I confirm that no one other than me is attending the Council meeting through electronic mode"